



Gila County Community Services Division

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"Unite low-income residents and community resources to overcome the challenges of poverty."

Gila County Community Action Program Advisory Board

Meeting Minutes

July 26, 2017

I. Call to Order/Welcome

The Gila County Community Action Program (CAP) Advisory Board met for the 3:30 p.m. session at The Scottsdale Resort at McCormick Ranch, 7700 E. McCormick Parkway, Scottsdale, AZ. Chairman Annie Hinojos called the meeting to order at 3:08 p.m.

II. Roll Call and Introductions

Present: Annie Hinojos (Chair), Margret Celix, Vicky Quesada, Nolberto (Chuco) Waddell, Lynn Canning, Cody Newman, Vicky Quesada, and Michael Black.

Absent: Mario Villegas and Audrey Opitz.

Guests/Staff: Malissa Buzan, Dorine Prine, and Elsa Bobier. By teleconference: Bree'na York and Dana True.

III. Information/Discussion/Action to approve the CAP Advisory Board's May 17, 2017 meeting minutes.

Upon motion by Annie Hinojos, seconded by Michael Black, the Advisory Board unanimously approved the May 17, 2017 meeting minutes.

IV. Information/Discussion/Action to approve the 4th quarter financial report.

Bree'na York introduced herself as the new Community Services Fiscal Manager. A discussion was held regarding the travel allotment for the new fiscal year. Ms. York stated the annual travel budget for the entire CAP staff and Advisory Board members is \$16,000. Ms. York stated she will bring a more detailed itemized budget statement to the next meeting. The Advisory Board members agreed that they would be given the option of paying for their own travel expenses in the future.

Upon motion by Annie Hinojos, seconded by Lynn Canning, the Advisory Board unanimously approved the 4th quarter financial report for the period April 2017 through June 2017.

V. Information /Discussion/Action to approve the 2018 Fiscal Year (FY) Meeting dates for the CAP Advisory Board.

The meeting dates will be on November 15, 2017, February 21, 2018 and May 16, 2018.

Upon motion by Michael Black, seconded by Cody Newman, the Advisory Board unanimously approved the FY 2018 meeting dates for the Advisory Board.

VI. Information/Discussion/Action to approve the Community Action Plan State Fiscal Year (SFY) 2018.

Ms. Prine stated the Community Action Plan is submitted annually to the Department of Economic Security (DES). It is based on the needs survey and how CAP will address the needs of the County.

Upon motion by Annie Hinojos, seconded by Lynn Canning, the Advisory Board unanimously approved the Community Action Plan SFY 2018.

VII. Information/Discussion/Action to approve the Gila County Community Services Strategic Plan 2016-2010.

Ms. Prine informed the Advisory Board members that Kelly McGowan, a certified Results Oriented Management and Accountability (ROMA) trainer from Arizona Community Action Association (ACAA), assisted with creating the Strategic Plan 2016-2020.

Ms. Prine stated the Gila County Community Services Strategic Plan 2016-2020 is a five year plan based on the Community Needs Assessment data, ROMA, and community trends to ensure that current services are in alignment with the reported needs. The Strategic Plan 2016-2020 identifies our goals, how to improve, and how we will be able to meet the needs of our community.

Upon motion by Lynn Canning and seconded by Cody Newman, the Advisory Board unanimously approved the Gila County Community Services Strategic Plan 2016-2020.

VIII. Information/Discussion/Action to approve the CAP Advisory Board By-Laws.

As requested by the Advisory Board, the County Attorney, Jeff Dalton, reviewed, edited, and approved the CAP Advisory Board By-Laws even though it is not a requirement for the Organizational Standards. The Gila County Board of Supervisors approved the By-Laws on July 18, 2017. Ms. Hinojos thanked Ms. Prine for the work to revise the By-Laws.

Upon motion by Michael Black and seconded by Vicky Quesada, the Advisory Board unanimously approved the CAP Advisory Board By-Laws.

IX. Information/Discussion/Action to take nominations for and approve the CAP Advisory Board officer's positions for Chairperson, Vice-Chairperson and Secretary.

The Advisory Board By-Laws state that officers have a two year term. The current officers were voted into office on September 23, 2015.

A motion by Michael Black and seconded by Lynn Canning, was made to nominate Cody Newman for Advisory Board Chairperson. Mr. Newman accepted the nomination. The Advisory Board unanimously approved Cody Newman for Chairperson, who will replace Annie Hinojos.

A motion by Cody Newman and seconded by Lynn Canning, was made to nominate Michael Black for Vice-Chairperson. Mr. Black accepted the nomination. The Advisory Board unanimously approved Michael Black for Vice-Chairperson, who will replace Audrey Opitz.

A motion by Cody Newman and seconded by Vicky Quesada was made to nominate Annie Hinojos for Secretary. Ms. Hinojos accepted the nomination. The Advisory Board unanimously approved Annie Hinojos for Secretary, who will replace Nolberto (Chuco) Waddell.

Ms. Hinojos thanked everyone for the opportunity and honor to serve as the Advisory Board Chairperson for all these past years. The members expressed to Ms. Hinojos their gratitude and appreciation for the years of dedication and voluntary service as Chairperson.

X. Reports/Updates

A. Chair's Report (Annie Hinojos)

Ms. Hinojos requested that if an Advisory Board member is unable to attend a function when reservations have been made, it is the responsibility of that member to cancel the reservation at least 72 hours prior to the event. This will reduce the cost to Gila County's travel budget.

B. Director's Report (Malissa Buzan)

Ms. Buzan apologized that CAP wasn't able to send all our Advisory Board members to the ACAA conference. She stated that David Bradley represents the nation's Community Action Agencies at the congressional level. We will forward his e-mails to the Advisory Board members to keep them informed. We are anticipating budget cuts but, when and how much is unknown at this time.

C. Coordinator's Report (Dorine Prine)

1. Customer Satisfaction Data Report for all of Community Services: The report was presented to the Advisory Board. Only 30 surveys were collected due to the end of the fiscal year, so the amount of surveys was lower than normal. The results are as follows:
 - 26 surveys were from CAP services.
 - 100% were served in a timely and professional manner.
 - 100% stated the staff was friendly and knowledgeable.
 - 73% were previously aware of the services available through community services.
 - 100% would use this service again.
 - 100% would recommend this service to a friend.
2. CAP success story: Community Services had been working with a hardworking single mother employed at a school. She first came to CAP because she was struggling to pay her electric bill and rent. She struggles every year with the same loss of income when

summer hours at the school are reduced and during winter and spring breaks. She is reluctant to ask for help since she is a self-sufficient and very proud person. She anticipates her loss of income by trying to save money during the profitable months. She purchased a house “as is” for the cost of back taxes. However, the home was in dire need of extensive home repairs; major yard work, installing new water pipes, just to name a few. Gila County Housing Rehabilitation Services was able to cover some of the costly repairs but not all of the needs. Voluntary Income Tax Assistance (VITA) prepared her taxes for free and she was able to set some money aside from her refund. CAP was able to help by paying her electric bill and a deposit. She took the initiative and did some of the work herself. With the help of a neighbor, she was able to install water pipes saving her over \$1400. Her house is still a work in progress and we will continue to provide case management. Due to her fortitude and working together with our Community Services Programs (CAP, VITA, and Housing Services), she is slowly able to turn her vision into a reality for herself and her children.

- D. Annual update on the success of specific strategies in the Community Action Plan: Ms. Prine reported that we have been able to provide more services in our efforts to reduce poverty and assist residents to be more self-sufficient.
- E. Advisory Board members ending term of office on December 31, 2017:
 - 1. Ms. Opitz represents the Public Sector. She wants to renew her appointment to the Advisory Board. She will need to contact her Board of Supervisors representative to renew her appointment to the Advisory Board.
 - 2. Ms. Hinojos and Mr. Waddell represent the Low-Income Sector. Each of them wants to renew their appointments to the Advisory Board. Per the By-Laws, Low-Income members will be selected by the democratic selection process. We will complete this process before the next meeting on November 16, 2016. At that meeting, the candidates with the most votes will be presented to the Advisory Board to declare the results official.
 - 3. Ms. Quesada and Mr. Black represent the Private Sector. Each of them wants to renew their appointments to the Advisory Board. Candidates will need to complete an application that will be reviewed and voted on by the Public Sector and Low-Income Sector representatives on the Advisory Board at the November 16, 2016 meeting.

XI. Call to the Public: There were no comments from the public.

XII. Summary of Current Events:

Margret Celix gave an update on the Guererro family fundraiser. They raised \$730.00. The fundraiser was at the Country Club on May 28th for David Guererro, who celebrated his 30th birthday. Mr. Guererro was born premature with hydrocephalus, spina bifida and other medical conditions. The doctors had told the family he was lucky to be alive and didn't expect him to live only but the first few hours of his life.

X. Adjournment

Chairman Hinojos adjourned the meeting at 5:13 p.m.